



STEP BY STEP INSTRUCTIONS for ARRA Quarterly Reports due October 14, 2011

Reporting period opens Saturday, October 1 and closes Friday, October 14 at midnight, EST



STEP 1 – CONFIRM CCR/DUNS REGISTRATIONS ARE CURRENT:

An expired CCR registration will prevent you from submitting your report, so check your status before the reporting period begins. To do so, go to www.ccr.gov, and click on “CCR Search” at the top of the page. Input your DUNS number. Check your “Current Registration Status.” Likewise, for DUNS, go to www.dnb.com, click on “Advanced Search” in the blue “Find a Company” box on the right, and input your DUNS number. If your organization does not appear in association with the DUNS, it may mean that your number has been flagged as inactive. For assistance, contact D&B at 866-705-5711.

STEP 2 – COPY FORWARD PREVIOUS REPORT:

Log into FederalReporting.gov. Click the “Prime Recipient” link in the “Quick Links” box. On the next screen, the search filters default to the current reporting quarter. To access your previous report, change the Quarter to 2. Click “Search.”

Your report for 2011 Q2 (submitted in July) will appear. Click on the award number to open the report.

My Reports - Prime Recipient View

Search Filters

Award Type: All
Award Number:
DUNS Number:
Calendar Year: 2011
Quarter: 1
Report Status: All
Review Status: All
Awarding Agency Code:
CFDA Number:
Govt Contracting Office Code:
Search Search Tips

Search Results

Search Results Legend
14 reports found, displaying 6 to 10. (First/Prev) 1 2 3 (Next/Last)

Award Type	Prime Award # / Order #	Prime DUNS #	Status
G	primegrant01142010-158a	001225114	S

DO NOT MAKE ANY CHANGES AT THIS POINT. Just click “Copy Forward.”

You will be asked: “Are you sure you want to leave this report?” Click “Yes.” (This does not mean you will lose any data from your old report.) Click “OK” to continue to the Copy Report Forward page. In the “Copy To” box, the award information has been pre-populated. Do not change this information. Select “Yes” to answer “Is this a continuation of a July 2011 report?”

Click “Confirm Copy.” **BEFORE YOU MAKE ANY EDITS**, click “Save as Draft.”

You are now ready to edit your report.

STEP 3 – EDIT CURRENT REPORT:

Click on “Prime Recipient” in the “Quick Links” box again. On the “My Reports – Prime Recipient View” screen, your draft 2011 Q3 report will appear. Click on the award number to open the report. Edit only the fields that may have changed. Do not edit fields marked in gray below.

Report Information	
Prime Award Number	Carried forward from previous report.
Prime DUNS	Carried forward from previous report.
Award Type	Carried forward from previous report.
Recipient Type	Carried forward from previous report.
Final Report	If this is your Final Quarterly Report (see criteria on page 1), you must change this from the default "No" to "Yes."

Award Recipient Information	
All information carried forward from previous report.	

Project/Award Information	
All information carried forward from previous report.	

Project Information	
Project Name	Carried forward from previous report.

Project Information (continued)	
Quarterly Activities/ Project Description	Describe <u>briefly</u> (in 30 words or less) the positions supported (as approved in your application and any amendments). You may include programmatic information but remember, ARRA grants are to support jobs, not specific projects, so please keep your response focused. <u>Example 1:</u> All activities were completed in the prior quarter. We requested our final reimbursement during the reporting quarter. <u>Example 2:</u> Executive Director and Artist in Residence retained.
Project Status	Select one of the status options. Select "Fully Completed" only if you have received and expended all grant funds prior to the close of the quarter and are marking this as your Final Report.
Total Federal ARRA Funds Received/Invoiced	Report the <u>cumulative</u> total of NEA ARRA federal grant funds received and/or requested through September 30. If you will submit a payment request on October 1 or after, do not report those funds here.
Number of Jobs	Report the "Number of Jobs" supported by your NEA grant as expressed in terms of a "Full Time Equivalent." See Step 4 for details.
Description of Jobs Created/Preserved	List the job titles of the positions that are supported by your grant. Identify in parentheses whether the position is Artistic, Administrative, Educational, or Technical. Do not provide additional narrative here. <u>Example:</u> 1 Executive Director (Administrative), 1 Teaching Artist (Educational). <u>Note:</u> If all activities were completed in the prior quarter, state that here.
Activity Codes	Carried forward from previous report.
Total Federal Amount of ARRA Expenditure	Report the <u>cumulative</u> amount of grant money that you have spent through September 30. This may be different than the amount received, depending on whether you are on a cash or accrual accounting basis. Generally, if you have advanced your own money you would count it as expended <u>only</u> if you have an accounting policy that defines this as an accrued federal expense. The amount expended cannot exceed the amount of your award. <u>Example 1:</u> You spent \$20,000 between the project start date and September 30, and requested an additional \$5,000 in late September but are going to expend it in October. Report only expenditures of \$20,000. <u>Example 2:</u> You received a \$25,000 award and submitted your final payment request in September for employment activity prior to September 30. Report that \$25,000 has been both received and spent. Mark this as your Final Report, and that the project is Fully Completed.
Infrastructure Expenditure	Carried forward from previous report. Should be zero.
Infrastructure Purpose	Carried forward from previous report. Should be blank.

Infrastructure Contact Information
Carried forward from previous report. Should be blank.

Primary Place of Performance
Carried forward from previous report.

Recipient Highly Compensated Officers
Carried forward from previous report. Should be blank.

Click "Save as Draft" to save your report. We recommend saving frequently as the system can time out. When you are ready to submit your report, click "Submit." Disregard any warnings relating to number of jobs, expenditure, or infrastructure. Input your FRPIN number. You will receive an e-mail confirming your submission. *(Make sure the e-mail confirms your Initial Submission, not that you have saved a Draft.)*

STEP 4 – DOUBLE CHECK NUMBER OF JOBS:

The "Number of Jobs" field reflects employment activity that has been supported by your grant between July 1 and September 30, expressed as a Full Time Equivalent (FTE).

To calculate the FTE:

1. Gather your time and effort reports for the reporting quarter. Make sure you have distinguished how many hours were supported with NEA ARRA funds versus hours that were supported by other funding.
2. Add together all of the hours that were (or will be) funded with NEA Recovery Act money during that period, regardless of whether or not you have requested or received funds.
3. Divide this number by the total number of hours that a Full Time person would work in the quarter. For most administrative personnel, this is 520 (40 hours/week x 13 weeks). A Part Time employee would generally work 20 hours per week, so 260 for the quarter. If the jobs you are reporting are artistic, you may use the definition of Full Time that is standard for your field or defined by the union. (For example, dancers may consider 30 hours/week as Full Time, or 390 hours for the quarter).

Example 1: Accurately reflect only the hours that were supported by the ARRA funds available during the current reporting quarter. If you had just a small portion of funding remaining for 2011-Q3, you will have a lower FTE than has been previously reported.

	2010-Q3	2010-Q4	2011-Q1	2011-Q2	2011-Q3
Total Hours Worked	520	520	520	520	520
Grant Funds Used	\$6,000	\$6,000	\$6,000	\$6,000	\$1,000
Hours Supported by Grant	390	390	390	390	65
FTE	.75	.75	.75	.75	.13

Example 2: Now, assume that all grant-funded activity took place on or prior to June 30, but your final disbursement was received in the current reporting quarter. Note that in the Quarterly Activities/Project Description section and report 0 FTE in the Number of Jobs section.

2011 Quarter 3	Total Hours Worked	ARRA-Funded Hours		
Employee 1 (Full Time)	520	0	0	= 0 FTE
Employee 2 (Part Time)	260	0	520	
	780	0		

Example 3: Recovery Act grant funds were available from July - September 2011 to pay for ALL work done by one Full Time employee and one Part Time employee during the quarter. Use the directions outlined at the top of the page to determine the FTE for the 13-week quarter.

2011 Quarter 3	Total Hours Worked	ARRA-Funded Hours		
Employee 1 (Full Time)	520	520	780	= 1.5 FTE
Employee 2 (Part Time)	260	260	520	
	780	780		